



M.O.E. Policy Manual

POLICY TITLE POLICY FOR PUBLIC ACCESS TO INVITED SUBMISSIONS		NO. 16-06-01
<u>Legislative Authority</u> the Environmental Protection Act, Sections 3(f) and 130 the Ontario Water Resources Act, Sections 7 (d) the Pesticides Act, Sections 2(e) and 19 the Environmental Assessment Act, Sections 27 and 32(e)		
<u>Statement of Principles</u> This policy provides for public access to invited submissions received by the Ministry. The intent is to facilitate the public consultation process in order to best fulfill the Ministry's Corporate mandate. <div><div>1. <u>Policy Statement</u></div><div><div>1.1 <u>Access to Submissions</u></div><div>It is the policy of the Ministry of the Environment that all submissions received by the Ministry in response to an invitation for comment shall be available to the public, as submitted.</div></div><div><div>1.2 <u>Administrative Requirements</u></div><div>The administrative responsibilities set forth herein shall be followed to ensure implementation of this policy.</div></div></div> <div><div>2. <u>Application</u></div><div>This policy applies to all invited submissions the Ministry receives from the public, industry, government agencies, interest groups and others, to provide comment on proposals by the Ministry on policy issues (in the form of documents such as Green Papers or White Papers), environmental objectives, source emission standards and criteria, and environmental guidelines.</div></div>		
<u>Point of Contact</u> Director, Communications Branch		
<u>Effective Date</u> February 1, 1984		

This policy does not apply to invited submissions containing information which is deemed to be of a proprietary or personal nature, or is subject to the confidentiality requirements of the Environmental Protection Act, the Pesticides Act, or the Environmental Assessment Act.

3. Administrative Responsibilities

3.1 Public Notification

At the time at which the Ministry invites submissions on policy issues, environmental objectives, source emission standards and criteria, and environmental guidelines, there shall be a public announcement of the Ministry's policy of providing public access to all submissions.

3.2 Submission Availability

Invited submissions shall be made available at Ministry Corporate and Regional Offices, and at Ministry District Offices, where appropriate.

3.3 Availability of Submission Summaries

Where summaries of invited submissions have been prepared, these shall be made available as per 3.2 above, and also may be distributed, where appropriate, to public libraries, other government agencies, and upon request to parties with an interest in the issues under consideration.

4. Role of Communications Branch

In conjunction with other appropriate Branches, the Communications Branch shall plan and implement appropriate communications, as per 3 above. Detailed procedures are provided in the October, 1983 "Communications Procedures for Invited Submissions".